

# **COMPLETE AND SUBMIT THESE FORMS**

Please note: This office reserves the right to inspect items claimed.

\_\_\_\_\_(1 original) DD Form 1842

\_\_\_\_\_(1 original) DD Form 1844. When completing this form, please list the items by their numerical order on the shipping inventory

\_\_\_\_\_(1 pink carbon copy) DD Form 1840/1840R

\_\_\_\_\_Government Bill Of Lading (GBL) (If the DLI Transportation Office arranged your delivery, the GBL may be picked up at Bldg 220, Presidio/Monterey). A GBL is not required for "LOCAL MOVES" or "OUT OF STORAGE" deliveries. **WEIGHT OF SHIPMENT MUST BE LISTED ON FORM. IF BLANK, HAVE TRANSPORTATION PERSONNEL COMPLETE THIS PORTION OF THE GBL.**

\_\_\_\_\_Origin packing inventory list (the inventory prepared at packing/pick-up).

\_\_\_\_\_(1 copy) PCS or ETS orders with amendment(s). Not required for "LOCAL MOVES" or "OUT OF STORAGE" deliveries unless related to a PCS or ETS move.

\_\_\_\_\_Missing Item Statement. If you have missing items under unusual circumstances, e.g., item(s) not listed on inventory or item(s) pilfered from a box rather than the entire box missing, you should write a statement on a separate piece of paper explaining the circumstances of packing/ownership. Please sign the statement and include your social security number.

\_\_\_\_\_Written Estimates

TO REPAIR an individual item if the cost exceeds \$100.00, one estimate of repair is required. It must be specific listing the repairs to be made, and the name/address/phone number of the repair firm. **PLEASE REVIEW PAGE ON "REPAIR ESTIMATE REQUIREMENTS/REPAIR SHOPS"**

IF THE repair is for a torn area on a sofa, loveseat, overstuffed chair, mattress, etc, a photo is required showing the torn area.

TO REPLACE an individual item if the cost exceeds \$100.00, one estimate of replacement is required and may be obtained from catalogs, PX, newspaper, or from a commercial firm. Any replacement estimate from a commercial firm must list the name/address/phone number of the firm.

**FOR EXPENSIVE ITEMS, ORIGINAL PURCHASE RECEIPTS OR OTHER FORMS OF OWNERSHIP SHOULD BE SUBMITTED (credit card slips, appraisals, etc).**

ELECTRONIC/MECHANICAL ITEMS: An estimate of repair (regardless of cost) is required. An indication any damage was due to rough handling is not sufficient. The estimate must describe the damage. If applicable, the repairperson should answer the following (we have a pre-printed questionnaire for your convenience):

Are there loose components in the set? Can loose parts be heard? Was there a cracked circuit board? Did the solder points come loose or break due to rough handling? Were electronic parts misaligned due to improper handling or inadequate packing? How is this damage different from normal wear and tear?